



USAID | AFGHANISTAN

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Solicitation is open to: Afghan Nationals ONLY
Position Title: Financial Management Specialist
Type of vacancy: Single
Opening date: August 13, 2014
Closing date: August 27, 2014
Vacancy announcement #: USAID/306/14/68/OFM
Work hours: 40 hours (Full time)
Position Grade: FSN-10

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Financial Management Specialist in the Office of Financial Management (OFM).

BASIC FUNCTION OF THE POSITION:

The Financial Management Specialist will serve as a member of the USAID/Afghanistan Office of Financial Management Office (OFM). OFM provides a wide range of advice, counsel, and support to USAID/Afghanistan on all aspects of the Mission's programs and administrative operations. Although the position will primarily be engaged in working within the Budget and Accounting section, the incumbent will be expected to provide support functions to all three divisions within OFM as the need arises.

The Financial Management Specialist provides advice and assistance to, and liaises with all Mission staff and Teams, on the substantive aspects of Budget and Accounting issues related to the entire Mission Operating Budget to include but not limited to staffing, payroll, payment processing and accounting.

The Financial Management Specialist may backstop Budget and Accounting as well as the Financial Analysis sections in the absence of the assigned personnel, assuming the additional duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

a) Review, Analyze, Coordinate and Maintain Mission-wide Salary & Benefits (S&B) Program:

The Financial Management Specialist advises and trains Mission staff on rules and regulations surrounding compensation guidance. Monitors Mission staff's compensation database and provides advice to personnel on data submission, reporting requirements, compensation approval process and provides ad hoc system troubleshooting. Monitors the accuracy of data reported and conducts spot checks to ensure validity of the data reported and compliance with internal control. The incumbent liaises with other Missions, HR/Washington on all personnel/payroll related issues. Through regular consultations and specialized training and coaching; provides guidance to new arrivals as well as personnel transiting from the field through Kabul. The Financial Management Specialist maintains constant rapport with the systems team in Washington to ensure systems upgrades are coordinated with the Mission to minimize the loss of vital information.

b) Research, Train, Analyze Requirements and Support Operations for OFM Divisions:

The Financial Management Specialist will provide accounting support to all three divisions within OFM including the Budget and Accounting Division, the Financial Analyst Division, and the Host Government Capacity Building Division. The support will range from simple disbursing and accounting functions, to research, edit and reporting, writing functions. The Financial Management Specialist will be expected to perform in a high pace office/work environment and manage several competing activities at once with limited oversight and direction.

c) Additional Assignments:

As required, the Financial Management Specialist may be assigned to track sensitive audit-related issues, by assisting in preparing/editing responses to audit and reports submitted by audit and oversight agencies. Provides analytical information and recommendations to colleagues on budget allocations; and, writes briefing documents, presentations and other materials.

QUALIFICATIONS REQUIRED:

Education: A Bachelor's degree from an accredited college or university in accounting, finance or business administration is required. A post-graduate degree, preferably in any of the above areas is preferred.

Experience: A minimum of three years progressively responsible, job-related experience in accounting, financial management and payroll in a governmental or non-governmental organization is required.

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

Knowledge, Skills and Abilities: The incumbent must have a solid understanding of basic accounting/auditing concepts and principles. The Financial Management Specialist must be detailed and action-oriented, self-motivated, problem-solver capable of making informed decisions. S/he must be able to accurately follow instructions, properly prioritize work, handle multiple tasks simultaneously, take ownership of assignments, and possess excellent time management skills, including the ability to complete assignments within established deadlines. S/he must have excellent oral and written communication skills, including the ability to review proof and edit a wide range of documents. Exceptional customer service skills are required. S/he must be able to handle multiple tasks simultaneously.

Computer literacy is required, including proficiency in the use of Microsoft Word, Excel, Outlook, PowerPoint, Access, and information technology-based research tools. The incumbent will be expected to quickly learn and use multiple USAID OFM software systems.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: Financial Management Specialist (1468)**

ANY/ALL application submissions after the closing date of August 27, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174) http://kabul.usembassy.gov/job_opportunities2.html <http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS-174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are strongly encouraged to apply.**

Point of contact: Questions concerning this Notice may be forwarded to KabulAIDHR@usaid.gov.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY